

The
San Gabriel Police Department
is accepting applications for
Lateral Police Officer
Open Until Filled



NOW
HIRING
BE PART OF OUR TEAM!



The Opportunity

The San Gabriel Police Department is recruiting for Lateral Police Officer. This position provides the ideal candidate the opportunity to work and advance their law enforcement career in one of the most historic and beloved settings in Southern California at a time of tremendous growth and change, making our historic “City with a Mission” one of Southern California’s prime destinations. A career with the City of San Gabriel Police Department offers a variety of special assignments and programs to work in, outstanding professional development opportunities, excellent pay and benefits, and a great place to work in Southern California.

The Community

Founded in 1771, San Gabriel is located 10 miles northeast of Los Angeles and is the birthplace of the greater metropolitan region. Today, San Gabriel is a burgeoning community of 40,000 with several neighborhoods of aesthetic and historical significance, outstanding schools, and excellent public amenities. At the heart of San Gabriel is the Mission District, a culturally rich and historic center that blends the charm of early California with a modern-progressive experience. The Mission District is home to the San Gabriel Mission and Mission Playhouse and host of several festivals and events that attract travelers and patrons from all over. All of this and much more make San Gabriel a great place to work and play.

The Department

The San Gabriel Police Department (SGPD) is staffed with 54 sworn and 17 civilian personnel. The SGPD provides an outstanding public safety platform that is founded on community access, engagement, and collaboration. Our Department works in partnership with all citizens to establish and maintain a healthy environment and excellent quality of life for all. Trust is at the heart of our profession. We endeavor to protect all and preserve the public trust by advancing goodwill and adhering to the highest standards of integrity, honesty, and compassion in our work.

The Ideal Candidate

The ideal candidate is an experienced public safety professional who has proven to be adaptable, understanding and successful with innovative and community-based approaches to public safety. The ideal candidate is also an outstanding and impactful team member who possess the experience, technical skills, training, and qualities necessary to be successful in this position. And most importantly, the ideal candidate has outstanding interpersonal skills, communication skills, technical skills, judgement, empathy, compassion, and commitment to the public service.

The Position

Under general supervision, the Police Officer performs law enforcement duties in an assigned area; protects public health, safety, and welfare in accordance with all applicable laws and ordinances; carries out special assignments as necessary; and performs other related duties as assigned.

Please see Appendix “A” (Police Officer Classification Specification) for a more detailed description of the essential duties, responsibilities, and requirements for this position.

Minimum Qualification Requirements

To qualify for Lateral Police Officer, candidates must possess and/or meet the following:

- Be at least 21 years of age at time of appointment;
- Possess a valid California Class “C” Driver’s License at time of appointment;
- Currently employed, or employed within 180 days as a Sworn Peace Officer with another California Police Department, Sheriff’s Department, Highway Patrol, or Law Enforcement Agency.

Additional Requirements:

- Must attain qualifying results on all applicable pre-selection examinations which may include but not be limited to: oral appraisal, written exam, practical exam, and physical fitness test;
- Must successfully pass the pre-employment process, which includes a comprehensive background

- investigation, psychological examination, polygraph test, medical examination, and drug screen;
- Must not have any felony convictions (certain misdemeanor offenses or any offense reflecting lack of character, judgement, or morals may also be cause for disqualification);
- Vision must be correctable to 20/40 in both eyes;
- Must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship (citizenship must be attainable within three years of application filing);
- Military Discharge Status: Discharges other than “Honorable Discharge” will be evaluated on a case-by-case basis and may be cause for disqualification.



Compensation & Benefits

San Gabriel provides excellent compensation and benefits. The current monthly base salary range for Police Officer is \$6,133 - \$7,455 monthly. Lateral Police Officer is eligible to start anywhere above the minimum salary step depending on experience. The City also offers an outstanding benefit and incentive pay package, including:

- **Retirement:** CalPERS retirement for “classic members” starting at 2%@50 for early service retirement and increasing to 2.7%@55 for normal service retirement, and 2.7%@57 for new CalPERS members (PEPRA members).
- **Health Benefits:** City paid contribution of up to **\$1,568 per month** toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere.
- **Hiring & Retention Bonus:** Candidates who are successfully hired as Lateral Police Officer shall be eligible for the following cash bonuses:
 - \$2,500 one-time cash bonus shall be provided upon hire.
 - \$5,000 one-time cash bonus shall be provided upon good standing and the completion of 24 months of service as a San Gabriel Police Officer.
 - \$7,500 one-time cash bonus shall be provided upon good standing and the completion of 48 months of service as a San Gabriel Police Officer.
- **Retiree Medical:** City shall provide the PEMHCA minimum for medical upon retirement from the City.
- **Senior Officer Pay:** Employee’s with five (5) years of service as a San Gabriel Police Officer shall be designated as Senior Officer and receive senior pay equal to 5% of top step base salary.
- **Education Pay:** Employee’s in this classification may receive 3% to 8% of base salary for qualified educational certifications.
- **Special Assignment Pays:** Employees may receive \$100 to \$300 per month depending on special assignment.
- **Uniform Allowance:** Annual uniform allowance of \$1,500.

- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Life Insurance:** City paid life insurance at 100% annual salary.
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position and approved by the City.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City does not make a contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Leaves:**
 - Vacation: Vacation leave accrues at a rate of 80 - 160 hours per year in accordance with the authorized vacation accrual schedule for Police Officer.
 - Sick: Accrue 96 hours of sick leave per year.
 - Sick Leave Carry-Over Credit: Lateral Police Officers may have the unused/uncashed sick leave balance from their prior agency credited to their San Gabriel sick leave account upon passing probation. Eligibility for this program is contingent upon the employee being hired by the City of San Gabriel within 30 days of separation from their prior agency.
 - Holiday: 104 hours of paid holiday time per year.
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
 - Holiday Buy Back: Option to cash-out up to 8 hours of unused holiday leave per year (cash-out occurs in January of each year).

Examination Process

Applications will be screened and those meeting the minimum requirements will be forwarded to the Department for consideration. The Department will conduct qualification and selection interviews of those applicants meeting the minimum requirements for Lateral Police Officer.

Conditional Offers & Pre-Employment

Upon the successful completion of the qualification and selection interviews, candidates may be tendered a conditional offer of employment as Lateral Police Officer. All conditional offers are subject to satisfactorily passing a comprehensive background investigation, psychological examination, polygraph examination, medical examination, and drug screen. Any candidate(s) failing to pass any one of the pre-employment examinations will be disqualified from the process and their conditional offer revoked.

All appointments to Lateral Police Officer are subject to a 12-month probationary period.

Application Procedure

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, (3) list and/or copies of all professional certifications applicable and/or required for the position, and (4) list of at least four professional references. Failure to submit a thoroughly prepared application along with items 1-4 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **Do not hesitate to apply. The tentative deadline for submitting an application is August 12, 2022 at 4pm or when a sufficient number of qualified applications have been submitted, whichever occurs first.** *Faxed, emailed, and/or hard copy applications will not be accepted.*

Tentative Recruitment & Examination Schedule

The following is the tentative schedule for this recruitment. Please prepare your schedule in advance and note that the exam schedule may be changed without notice if the City deems it necessary.

- Application Filing Period.... July 11 – August 12
- Qualification Interview..... TBD
- Selection Interview..... TBD

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall
425 South Mission Drive
San Gabriel, CA 91776

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
JobID#233

APPENDIX A

CLASSIFICATION SPECIFICATION

POLICE OFFICER

JOB SUMMARY:

Under general supervision, the Police Officer performs law enforcement duties in an assigned area; protects public health, safety, and welfare in accordance with all applicable laws and ordinances; carries out special assignments as necessary; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Police Officer is responsible for the full scope of law enforcement duties and responsibilities. This class differs from a Police Sergeant due to the level experience required, complexity of work performed, and supervision of assigned activities.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Patrols assigned areas by car, foot, motorcycle, or bicycle; performs crime suppression and prevention activities; makes arrests and issues citations for violation of law and/or ordinances; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants, and witnesses; answers complaints including domestic disturbances, burglaries, theft, robberies, suspected homicides, other criminal incidents, and health code and local ordinance violations; performs surveillance activities; and conducts chemical, drug, and alcohol testing.
- Enforces traffic laws; conducts accident investigations; controls and directs traffic when necessary; performs crowd control, special event, or riot duties; assists in crime prevention activities; councils and educates the community; administers first aid in case of emergency; transports, books, and is responsible for the care and custody of detained persons.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer or in a variety of special assignments including motorcycle patrol, detective unit, K-9 program, or other areas.
- Obtains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies effectively in court proceedings; provides information and referrals in non-criminal situations; and contacts and cooperates with other law enforcement agencies as warranted.
- Responds to questions, concerns, and requests for service from the public; provides information as appropriate; and resolves complaints.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Knowledge of police operations and standard procedures; applicable federal, state, and local laws, codes, and regulations; codes principles and practices of crime prevention and suppression; modern law enforcement methods and procedures including patrol, crime prevention, traffic control, and investigation; and principles of law enforcement information systems.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; correctly interpret and explain applicable laws, codes, and regulations; and observe safety principles and work in a safe manner.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff and understand and follow oral and written directions as provided.

Education and Experience:

The following are the minimum qualifications necessary for entry into this classification:

- High school diploma or GED equivalent.
- Be at least 21 years old at time of appointment with no felony convictions.
- A citizen of the United States or a permanent resident alien who is eligible and has applied for citizenship attainable within three years of filing an application for employment.

Licenses and Certifications:

- Possession of a Basic Certificate from P.O.S.T. is required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; get from one location to another in the course of doing business; near and far vision and the ability to distinguish colors and acute hearing; drive motorized vehicles; and operate a variety of law enforcement equipment.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside in sometimes tense, uncertain, and rapidly evolving circumstances. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: November 29, 2017